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Director

**ADMINISTRATIVE OFFICE OF THE
UNITED STATES COURTS**

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Associate Director

WASHINGTON, D.C. 20544

October 28, 2005

MEMORANDUM TO ALL CLERKS, UNITED STATES DISTRICT COURTS

SUBJECT: Fees for Contract Court Interpreters (**INFORMATION**)

EFFECTIVE DATE: January 1, 2006

I am writing to advise you of a schedule increase in the maximum rate of payment for contract court interpreters paid from the general authorization. The new rates will be effective January 1, 2006, and are subject to availability of funds. This action does not automatically increase any exceptions to the rates previously approved. The new rate schedule will be as follows; all values are maximum amounts:

Certified and Professionally Qualified Interpreters:

Full-Day: \$355
Half-Day: \$192
Overtime: \$ 50 per hour or part thereof

Language Skilled (Non-Certified) Interpreters:

Full-Day: \$171
Half-Day: \$ 92
Overtime: \$ 28 per hour or part thereof

Overtime is payable for service time and/or travel time in excess of eight hours in one day. The court and the interpreter must be in agreement in advance on service fees, travel time, travel reimbursements, cancellation fees, and other conditions of the contract. Prior to the assignment, courts should complete the Contract Court Interpreter Services Terms and Conditions document and ensure that the interpreter has read and signed it. In addition, the court should provide the interpreter with a written document (such as an e-mail or fax) for each interpreting assignment specifying the date, time, location, and address of the assignment and whether or not travel is authorized for that assignment.

Costs for contract court interpreting services for defendants in proceedings instituted by the United States and for hearing impaired participants in court proceedings will continue to be paid from the general authorization in Fiscal Year 2006, rather than from decentralized court allotments. We will continue to monitor interpreter usage and expenditures on a quarterly basis to ensure that courts provide interpreter services in the most efficient manner possible. Every effort should be made to maximize the use of staff interpreters, efficiently schedule contract interpreters and, where appropriate, utilize telephone interpreting. For proceedings requiring interpreter(s) of Spanish, Navajo or Haitian Creole, a federal court certified interpreter must be used, if available.

In the event that the rates negotiated with an interpreter for languages other than Spanish, Navajo or Haitian Creole, exceed the applicable rates listed above, courts must request prior authorization to exceed these rates on a case-by-case basis from the District Court Administration Division. The form "Request for Authorization to Exceed Fee Schedule" can be found on the District Court Administration Division's web page at [http://jnet.ao.dcn/District/Court Interpreting/Exceed Fee.html](http://jnet.ao.dcn/District/Court_Interpreting/Exceed_Fee.html). Courts should download this form, complete all parts, and fax it to the number indicated on the form.

If you have any questions on the payment of court interpreters, please contact Carolyn Kinney in the District Court Administration Division at (202) 502-1674 or via e-mail at *Carolyn Kinney/DCA/AO/USCOURTS*.



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cc: Chief Judges, United States Courts
Circuit Executives
Federal Public/Community Defenders
District Court Executives
Clerks, United States Courts of Appeals
Clerks, United States Bankruptcy Courts
Chief Probation Officers
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